



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**  
DIVISION OF PROFESSIONAL REGULATION

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: WWW.DPR.DELAWARE.GOV

<b>PUBLIC MEETING NOTICE:</b>	<b>Delaware Board of Funeral Services</b>
<b>DATE AND TIME:</b>	<b>Tuesday, September 27, 2011 at 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building

### **AGENDA**

**(Amended items are indicated by an asterisk\*)**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes July 27, 2011
- 3.0 Unfinished Business
  - 3.1 Strategic Planning – Develop a New Strategic Plan
  - 3.2 Rules and Regulations
    - 3.2.1 Advertising – Update from Ms. Davis-Oliva
    - 3.2.2 Licensure by Reciprocity – Update from Ms. Davis-Oliva
    - 3.2.3 Funeral Establishment Inspections – Update from Ms. Davis-Oliva
    - 3.2.4 Next Legislative Subcommittee Meeting – TBD
- 4.0 New Business
  - 4.1 Ratification of Licensure - None
  - 4.2 Review of Resident Intern Reports
    - 4.2.1 Crystal Johnson
      - 4.2.1.1 2<sup>nd</sup> Quarter Progress Report
      - 4.2.1.2 11 Embalming Reports
  - 4.3 Review of Applications for Licensure - None
  - 4.4 Review of Applications for Continuing Education Approval
    - 4.4.1 Oklahoma University – Forensic Art Workshop
      - 4.4.1.1 *Basic Facial Reconstruction Sculpture*, March 19-23, 2012 – Requesting 4.0 CE
      - 4.4.1.2 *Advanced Facial Reconstruction Sculpture*, March 26-30, 2012 – Requesting 4.0 CE
    - 4.4.2 Delaware Hospice's Family Support Center
      - 4.4.2.1 *Peace At Last*, October 28, 2011, Requesting 6.0 CE
  - 4.5 Review of Correspondence from Licensees
    - 4.5.1 Michael Platt
- 5.0 Complaint Status
  - 5.1 Complaint 27-02-10 (Torbert) Closed by Investigator
  - 5.2 Complaint 27-03-10 (Torbert) Closed by Investigator

Board of Funeral Services  
Agenda – September 27, 2011  
Page 2

- |     |                    |                          |
|-----|--------------------|--------------------------|
| 5.3 | Complaint 27-04-11 | Assigned to Mr. Chandler |
| 5.4 | Complaint 27-05-11 | Assigned to Mr. Fletcher |
| 5.5 | Complaint 27-06-11 | Assigned to Mr. Fletcher |
- 
- |     |                        |
|-----|------------------------|
| 6.0 | Election of Officers * |
| 6.1 | President *            |
| 6.2 | Secretary *            |
- 
- |     |  |
|-----|--|
| 7.0 | Other Business before the Board (for discussion only)  |
| 7.1 | Memo from Director Collins Regarding the 146 <sup>th</sup> General Assembly, 2 <sup>nd</sup> Legislative Session |
| 7.2 | 2012 Meeting Schedule  |
- 
- |     |                |
|-----|----------------|
| 8.0 | Public Comment |
|-----|----------------|
- 
- |     |  |
|-----|--|
| 9.0 | Next Meeting – Tuesday, October 25, 2011 at 10:00 a.m. |
|-----|--|
- 
- |      |             |
|------|-------------|
| 10.0 | Adjournment |
|------|-------------|

**Please Take Note: To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:**

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

**A final amended agenda will be published to reflect any items received after the original agenda is posted.**

**Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.**

**Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.**

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**